

# Child Service Provision Forms Instructions

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## Children's Referral for Outside Services

### **Use :**

- This form can be used as a tracking form to document referrals for services.

### **Specialization/Enhancements:**

- None.

### **Regulatory Components that should not be deleted when tailoring to your program:**

- The DPH, BSAS guidelines require that staff document all referrals that they coordinate.

## Health Record Form

### **Use:**

- This form is for the parent /guardian to take with them to their child's appointment for a physical. The physician completes the form so that the program staff are informed of the child's health status.
- The physical examination should include a TB test. A copy of the results can be attached to this form or documented using the Medical Encounter Form.

### **Specialization/Enhancements:**

- This form is a sample for programs to use. The physician may provide a copy of the physical exam using their own form.

### **Regulatory Components that should not be deleted when tailoring to your program:**

- The DPH, BSAS guidelines required that children receive a physical examination.
- Currently, the window for obtaining a physical exam is 7 days. However, DPH, BSAS recognizes that this is not enough time to obtain a physical. DPH, BSAS recommends that the programs are given 30 days to obtain the physical, which still may not be enough time. For the time being, it is recommended that the programs at least schedule the appointment for

the physical within the first 7 days of admission. The programs should document in their files: when the call was made, by whom, and the date for the physical. For children who have had a physical within the past year, that physical exam should be acceptable.

## **Medical Encounter Form**

### **Use:**

- This form is for the parent / guardian to take with them to any of their child's outside physician appointments. The physician completes the form so that the program staff are informed of the child's medical treatment and any instructions from the physician.
- This form may also be used in place of a standard physical examination form at admission.

### **Specialization/Enhancements:**

- This form enhances correspondence and consultation with physicians.
- This form can be also used at admission to document that a TB test was completed and the outcome of the test.

### **Regulatory Components that should not be deleted when tailoring to your program:**

- The DPH, BSAS guidelines require that there be documentation of appropriate assessment services including primary care.

## **Weekly Child Case Review**

### **Use :**

- This form can be used weekly as documentation of case management activities and services provided to a resident's child (i.e., medical appointments, group and individual therapy, etc.).

### **Specialization/Enhancements:**

- None.

### **Regulatory Components that should not be deleted when tailoring to your program:**

- This form is not required by the DPH, BSAS guidelines but is strongly recommended by the team for a complete record.
- If this form is not used, services children are receiving and case consultation with other care givers or institutions (e.g. courts, schools, Early Intervention Program, Department of Youth Services, Department of Social Services, etc.) should be documented elsewhere in the record.